

INTRODUCTION

The Office of Library and Information Services (OLIS) is pleased to provide the 2000 Comparable Statistics of Rhode Island Public Libraries. The information has been compiled from the 2000 Local Public Library Annual Reports submitted to this office. Most statistical tables are compiled from FY2000 (July 1999 – June 2000) data. Only the salaried and hourly employee data as compiled from the Personnel Supplement is from July 1, 2000. Three cities and towns, East Providence, Jamestown, and Scituate have different fiscal years and have reported accordingly.

The tables that make up the Comparable Statistics include state total tables followed by tables with data from the participating public libraries. Breakdowns in the state totals tables are selective and do not necessarily add up in the grand totals provided in the same table. See the How to Read the Tables section of the Introduction for more explanation.

The tables with data from the participating public libraries lists libraries by their delivery code. Codes are listed alphabetically by town so that libraries in towns with more than one independently run library can be grouped together. Most codes are an abbreviation of the name of the city/town in which the library is located. However, there are exceptions to this filing system for towns with more than one library. See the list below to find the exceptions.

<u>Code</u>	<u>Library</u>	<u>Town (use to find placement of code)</u>
ASH	Ashaway Free Library	Hopkinton
CLA	Clark Memorial Library	Richmond
ESM	East Smithfield Public Library	Smithfield
GRE	Greene Public Library	Coventry
GVL	Greenville Public Library	Smithfield
HAR	Harmony Library	Glocester
HPE	Hope Library	Scituate
LAN	Langworthy Public Library	Hopkinton
TYL	Tyler Public Library	Foster
WIL	Willett Free Library	North Kingstown

For directory information about the libraries listed in the Comparable Statistics, refer to <http://www.lori.state.ri.us/lori/public/default/htm>. The website lists the delivery code, name of the library, address, phone, fax, library website, library hours and name of current Library Director and Library Board Chair.

Blank spaces in the tables indicate that the local library did not provide the data. Therefore, state totals were not possible for these data items. The individual FY2000 Annual Reports from participating public libraries are on file at the Office of Library and Information Services.

Although extensive proofreading and verification of figures has been done, there is the possibility of errors. Should a discrepancy be discovered, please contact Ann Piascik in Library Programs at the Rhode Island Department of Administration's Office of Library and Information Services, 401-222-5776. Only the electronic version of the Comparable Statistics will be updated. Print copies can be downloaded from the web.

HOW TO READ THE TABLES

Note:

The tables and column headers in the tables are bolded. All currency is rounded out to the nearest dollar. Only tables requiring an explanation are included in this section. For more information about the data, refer to the Annual Report form and its definitions.

FY2000 Operating and Capital Income

Local is the total of local tax-based and local non-taxed based operating funds. Local Tax-Based is the amount appropriated from city or town government funds for the library that was generated exclusively from local taxes. This includes benefits, maintenance of buildings and grounds, and other appropriations that do not appear in the library appropriations but are tax-based. Local Non-Taxed Based funds include appropriations from other municipalities or anticipated revenue from fines. Operating funds do not include state aid, gifts, donations, fines, fees, endowments, or capital outlay for construction or special projects

State is the total of state operating funds including Grant-In-Aid, Resource Sharing, and any other state operating funds. See the FY2000 OLIS State Aid Expenditures table for breakdown.

Other is the total of operating income from endowments, grants, gifts, donations, interest, fines, fees, and other operating income not reported under local, state, or federal operating income.

FY2000 OLIS State Aid Expenditures

These expenditures do not include OLIS State Aid for Construction Reimbursement and Competitive (incentive) Grants awarded in FY2000.

Local Government Operating Appropriation and Expenditure by City/Town Tax-Based Only

These appropriations and expenditures are from local tax revenues only, exclusively and directly for public library service. The town expenditure amounts are used to calculate the state Grant-In-Aid. This table includes town populations. See Total Local Government Operating Appropriations and Expenditures by Library for breakdown by each independently run library system.

Local Government Operating Appropriation and Expenditure by Library Tax-Based Only

These appropriations and expenditures are from local tax revenues only, exclusively and directly for public library service. The amounts are for each library reporting. See town amounts in the Total Local Government Operating Appropriations and Expenditures by City/Town Tax-Based Only table.

FY2000 Operating and Capital Expenditures Summary

Library operating expenditures include expenses paid through the library budget and other town department budgets on behalf of the library or any other income used directly for library operating expenditures.

Employees is the total of Salary and Benefits. See FY2000 Staff Operating Expenditures table for Salary and Benefits expenditures.

Collection is the total of print, current serial subscriptions, microform, materials in electronic format, audio visual materials, and other materials not reported elsewhere under collections. See FY2000 Collection Operating Expenditures Table for selective breakdown of collection expenditures.

Service/Equipment is the total of expenditures associated with preservation, utilities, physical plant, furniture and equipment, electronic access, and other expenses not reported elsewhere under operating expenditures.

Operating Total is the total of employee, collection, and service/equipment operating expenditures. This total includes funds from local, state, federal and other sources. The total is not used to calculate Grant-In-Aid. See FY2000 Expenditure under the Total Local Government Appropriations and Expenditures by City/Town Tax-Based Only table for amounts used to calculate Grant-In-Aid.

FY2000 Number of Staff at 40 Hours a Week

MLS is number of staff with the title of librarian or director that hold a master's degree from a program accredited by ALA.

Other Masters is number of staff with the title of librarian or director that holds a master's degree but no accredited master's in library science.

No Masters is number of staff with the title of librarian or director but holding no master's degree.

Total Librarians is the total number of MLS, Other Masters and No Masters.

Other Library Staff is the number of all staff except librarians, plant operations, security and maintenance staff.

Plant Staff is the number of plant operation, security and maintenance staff.

FY2000 Employee Operating Expenditures

Staff and **Benefits** include both library budget and other budget expenditures as defined below. Library Budget is what the city or town defines as "library" in the town budget. Other Budget is expenditures paid through other town department budgets on behalf of the library or by any other source not in the library budget as defined above.

FY2000 Collection Operating Expenditures

Print includes materials that do not require magnification such as books, bound periodicals (not binding costs), government documents, and ephemeral print materials.

Current Subscriptions includes all physical formats. Includes periodicals, newspapers, and annuals.

Microforms does not include serial subscriptions such as college catalogs on microfiche.

Electronic includes materials considered part of the collection, whether purchased or leased, such as CD-ROMS, magnetic tapes, and magnetic discs, that are designed to be processed by a computer or similar machine. Operating expenditures for equipment when its cost is inseparably bundled into the price of the information service product are included. Excludes operating expenditures for library system software and microcomputer software used only by the library staff.

AV includes 8mm and 16mm films, videocassettes, audiocassettes, recordings, compact discs, graphic materials, frame art, cartographic, and three-dimensional materials.

Other Format includes all expenditures for materials not reported elsewhere under collections.

FY2000 Services/Equipment Operating Expenditures

Preservation includes activities associated with maintaining library and archival materials for use either in their original form or in some other usable way, including but not limited to binding and rebinding, materials conversion, deacidification, lamination, and restoration. Salaries are not included.

Utilities include heat, water, electricity, telephones, sewer use.

Physical Plant includes activities concerned with keeping the physical plant open, safe, and ready for use. Includes supplies for and costs of cleaning, disinfecting, lighting, moving furniture, handling stores, caring for grounds, and other such housekeeping activities as are repeated regularly on a daily, weekly, monthly, or seasonal basis. Includes minor repairs but not salaries/wages or benefits of security and maintenance staff.

Furniture and Equipment includes all furniture and equipment not considered capital expenditures. This may include microform equipment, audiovisual equipment and computer-related equipment not used for electronic access. Includes repair or replacement of existing furnishings.

Electronic Access includes expenditures associated with access to electronic materials and services and computer hardware and software used to support library operations, regardless of how purchased or leased. Includes maintenance and equipment used to run information service products when that expenditure cannot be separated from the price of the product. Includes services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Includes all fees and usage associated with such services as CLAN, EBSCO, and OCLC FirstSearch or electronic document delivery.

Other Services includes all that is not included in the other expenditure lines.

FY2000 Administrative Entity

M- Municipal library is part of city/town government

P- Private library is a non-profit association/corporation

FY2000 Annual Count of Library Services/Hours Open

Hours Open is the public service hours for all outlets per typical week. Includes all hours for the main library, branches and bookmobiles. All hours are counted regardless of whether or not all facilities are open at the same time.

FY2000 Computer Terminals and Access

Internet is the collection of networks that connect government, university, and commercial agencies and is unified by the use of a single protocol suite, TCP/IP.

Internet Access is access to one or more of the following services: telnet, gopher, file transfer protocol, or community network, or worldwide web..

Terminals are the number of computer terminals (PC, 'dumb terminal', etc.) in the library that are used to connect to the Internet (text only, graphical, etc.)

Staff Terminals is the number of computer terminals used by staff only.

Public Terminals is the number of computer terminals used by the general public.

Services Access includes bibliographic and full-text databases, multi-media products. These are electronic services provided by subscription, lease, license, consortial membership or agreement. Includes full-text serial subscriptions and electronic databases received by the library or a an organization associated with the library.

FY2000 Collection Holdings Summary

Collection Holdings does not include a breakdown for government documents, microforms, other AV materials and other library materials; however, all of the collection holdings are included under Total Holdings in the Collection Holdings Summary table. For more information about these data items, see the FY2000 Annual Report.

Books include non-periodical printed publications bound in hard or soft covers or in loose-leaf format.

Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc), memoirs, proceedings, and transactions of societies. Excludes microforms. Unbound serials are counted when the library has at least half of the issues in a publisher's volume as one unit. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely.

Audio includes audiocassettes, audiocartridges, audiodiscs, audioreels, talking books, compact disks (CDs) and other sound recordings.

Video includes videocassettes and videodiscs.

Electronic includes materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes and magnetic discs, that are designed to be processed by a computer or similar machine.

Subscriptions includes the total number of subscriptions, including duplicate subscriptions, to periodicals and newspapers in any format in a library system.